

Admin Preflight Checklist:

- reserve the aircraft on www.flightschedulepro.com
- select the appropriate Mission Symbol code (type A, B or C) for your sortie (listed on attached CAPF 99)
- create a WMIRS entry for the sortie and select a flight release Officer(s)
- wait for a “e-Flight Release” email (flights will NOT be approved prior to 24 hours of flight’s departure)
- check www.flightschedulepro.com for any “open squawks” (from the scheduling page, click on the aircraft tail number)
- call the FRO as close as practical to the flight’s departure, who will complete the IMSAFE and FRO checklist (illness, medication, stress, alcohol, fatigue, emotion and five questions from the CAPF 99 FRO checklist (attached))
- file the appropriate flight plan (SFRA/VFR/IFR or NONE if less than 50 miles and outside the SFRA)
- check aircraft flight log for inspection dates/hours
- read and sign Sentinel Safety News Letter (once signature per issuance)
- fill out each block in the Aircraft Flight Time Log (start a new sheet at the beginning of the month(date of flight is based on GMT departure time))

After Landing:

- contact the FRO as soon as possible with the hobbs time. Please note:
“Unless an FAA flight plan is filed and activated, the FRO is responsible for initiating missing aircraft procedures two hours after the estimated landing time if not notified the flight was safely concluded.”
- complete Aircraft Flight Time Log
- if new squawks are noticed during a flight the PIC shall email (preferred as it provides a written record) Merv Bourque: mpbourque@embarqmail.com AND Mark Myers: curlyjanie@comcast.net Wing Maintenance and Assistance Maintenance Officers, advising them of the new discrepancy.. Merv or Mark will then enter this squawk in that section of FSP and also on the Official National Aircraft Discrepancy Log.
- as soon as possible fill out the WMIRS sortie data and the online 104

AFAM – USAF Reimbursable Missions

Symbol Description

- (A1) AFRCC Search and rescue missions
- (A2) Missions flown under a mission number issued by AFNSEP
- (A3) Counterdrug actual missions
- (A4) Counterdrug training missions
- (A5) Search and rescue or disaster relief training, evaluation missions, and CAPR 123-3 inspections (if authorized through a WMIRS training request)
- (A6) AFROTC orientation flights including flights to and from the orientation site
- (A7) CAPF 5&91 check rides, NCPSC and CAPR 60-11 flights, and Mission Pilot Proficiency flight profiles
- (A8) AF Junior ROTC orientation flights including flights to and from the orientation site
- (A9) Maintenance flights in support of Consolidated Maintenance Contract Program (CMCP)
- (A15) CAP cadet orientation flights IAW CAPP 52-7
- (A18) Homeland Security missions
- (A20) Glider tow plane operations supporting Glider Orientation flights IAW CAPP 52-7. This includes ferry flights and training. The wing commander may fund initial tow pilot training for up to two pilots each fiscal year from wing training or orientation budget
- (A99) Missions specifically approved by the Air Force including low-level survey, courier, etc.
- (A911) Missions requiring prompt action to save lives, prevent human suffering, or to mitigate great property damage. May be funded by a customer or CAP appropriated mission budget

AFAM – USAF Non-reimbursable Missions (May be reimbursed by non-Air Force agencies)

- (B8) Flights funded by the American Red Cross
- (B9) Maintenance flights in support of aircraft delivery and pickup (other than CMCP flights)
- (B10) Flights flown under a FEMA mission number and flown IAW the FEMA MOU
- (B11) Flights flown under a NOAA and NWS mission Number and flow IAW their MOUs
- (B12) SAR/DR training flights IAW CAPR 60-3 and CAPR 60-1, 2-8e, Mission Pilot Proficiency flight

CAP FRO CHECKLIST QUESTIONS

1. Are PIC(s) qualified to fly the CAP aircraft for the type of flight proposed (consult the Ops-Qual FRO Report)? Does the PIC(s) possess the appropriate pilot currency for the flight?
2. Are all aircraft occupants CAP members? If not, have applicable procedures been followed for non-CAP members, including CAPF 9 if applicable?
3. Is the correct mission symbol selected?
4. Is the route of flight complete, and does the PIC have permission to fly to destinations outside the

profiles

- (B13) Support to federal or national relief agencies with an Air Force approved MOU
- (B14) Support to state, county and local agencies when approved and assigned by AF/XOS-HA
- (B15) CAP cadet orientation flights IAW CAPP 52-7 (not funded)
- (B16) Orientation flights for IACE cadets or escorts
- (B17) CAPF 5&91 check rides, NCPSC and PCTs flown under an Air Force mission number
- (B18) Homeland Security Missions
- (B20) Glider tow plane operations supporting CAPP 52-7 This includes non-reimbursed ferry flights and training
- (B21) NHQ directed and funded missions
- (B99) Other missions specifically assigned by the Air Force (e.g. media, public official, etc.).

CAP Corporate Missions

Symbol Description

- (C8) Air transportation flights to and from squadron or higher official conferences or meetings
- (C9) Maintenance flights (including flights in support of aircraft delivery and pickup)
- (C14) Support to state, county, and local agencies not assigned as an AF approved mission
- (C16) Cadet flights including training, flight academies, cadet encampments
- (C17) CAPF 5 & 91 check rides & proficiency flights not designated as AFAM
- (C18) HLS missions not designated as an AFAM
- (C19) Orientation flights for CAP Aerospace Education Members
- (C20) Glider tow plane flights for non-USAF missions (includes ferry/training flights)
- (C99) Other missions specifically approved by the National, Region or Wing Commander
- (C911) Missions requiring prompt action to save lives, prevent human suffering, or to mitigate great property damage. May be funded by a customer or CAP Wing corporate (non-appropriated) budget

Other

- (L1) USAF liaison personnel flying

wing? Does permission exist for all landings at every airport IAW CAPR 60-1?

5. Will a flight plan be filed (required for over 50 nm)? If not, what is the estimated landing time? Unless an FAA flight plan is filed and activated, the FRO is responsible for initiating missing aircraft procedures two hours after the estimated landing time if not notified the flight was safely concluded.